

# Netiquette Guidelines

In an online learning environment, it is important to establish netiquette guidelines and expectations for how to interact with each other. Please review these helpful tips.

## *Synchronous Netiquette*

- **Be on time.** Connect and log into the virtual session 10-15 minutes before the start time. Make sure that your internet connection, microphone and camera are working.
- **Be present.** It is essential to participate in the virtual class from a quiet space or location. Make sure to be mindful of your background. Stay engaged while others are speaking using appropriate visual cues.
- **Be prepared to learn.** Make sure to dress appropriately. Have your course materials ready and consider taking notes. Use the chat feature to speak with the instructor.
- **Be considerate.** It is important to be polite and respectful, even if there are differences of opinion. Instructors will not tolerate inappropriate online behavior, profanity or offensive language.



## *Asynchronous Netiquette*

- **Be respectful.** Remember that online communication lacks visual cues, be clear with your words. Don't make disagreements personal; focus on the content.
- **Be mindful.** Think before you post. Try to justify your ideas and opinions using a polite and objective tone.
- **Be professional.** Use proper language and proof-read; check all grammar and spelling. Remember to cite any quotes and references appropriately.
- **Be constructive.** Provide constructive feedback or comments. When you don't understand the response, ask clarifying questions.

